

**APPENDICES**  
**IFPTE LOCAL 86 AND SPN**  
**LABOR - MANAGEMENT AGREEMENT**

**(Create bookmarks or links from the following references to appropriate appendix.)**

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Labor-Management Relations Statute  
<http://www.flra.gov/statutes/fslmrs/fslmrs.html>

## **APPENDIX A**

### **Personal Electronic Bulletin Board Notices** **San Francisco District**

The Parties, in accordance with the provisions of Article 8.3 c., agree the Rules and Instructions for Posting Personal Notices (Rules and Instructions), shown below, constitutes the general policy governing the Personal Electronic Bulletin Board on the San Francisco District's Intranet.

The Parties agree that the Webmaster will establish the format and look of the Personal Electronic Bulletin Board in accordance with current protocol to ensure consistency within the District. The Webmaster may make minor format changes, additions or clarifications as long as they are in keeping with the general intent of the parties. Any changes to the below rules will be brought to the attention of the parties.

#### **Rules and Instructions for Posting Personal Notices**

(To be posted to the Personal Notices E-Board IAW Article 8.3 c.)

1. All notices must be in good taste and are subject to editing after consultation with the originator.
2. Notices advertising products, processes, service or property must be personal in nature. References to brand names should be minimal and included only to the extent necessary to describe personal property. Commercial company names or logos should not otherwise be used.  
Examples:
  - a. If you work for yourself as a house painter when you're not at your District job, you may advertise your services on the Bulletin Board. But, if someone else employs you as a painter, you may not advertise for your employer.
  - b. If you buy and sell houses yourself, you may advertise on the Bulletin Board. If you work part time for a realtor, you may not advertise the property your employer is offering and should not use the name or logo of the commercial Realtor.
3. Your notice may not imply that the Army endorses you or your product.
4. San Francisco District employees may submit notices for themselves and members of their immediate household. Retirees may also submit notices.
5. The notice should include only your personal e-mail address and/or home phone number, not office e-mail or phone numbers.
6. Each notice will be dated the day it is posted and run for 60 days from the

date of posting, unless cancelled sooner by the originator.

7. Notices can be reposted following the 60-day period by e-mail request of the originator. The posting date of the notice will be changed to reflect the first day following the end of the 60-day period.

**If you have a Notice you would like to place send it as e-mail to:**

(Designated SPN Office (e.g., PAO) for review and posting)

**DISCLAIMER:** The U.S. Corps of Engineers makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of the contents of this website and expressly disclaims liability for any errors and omissions. No warranty of any kind, implied, expressed or statutory, including but not limited to the warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus, is given with respect to the contents of this website or any hyperlinks to other Internet resources. Reference in this website to any specific products, processes, or services is for the information and convenience of San Francisco District employees and does not constitute endorsement, recommendation, or favoring by the District.

## APPENDIX B

### Alternative Dispute Resolution (ADR) Procedures and Forms

Procedures and Forms are available on line in a printable format where this contract resides on both the HR and Union websites. Click on the following to access forms:

PLACE INFORMATION AND FORMS IN SEPARATE FILES ON WEBSITE WITH LINKS FROM THE PDF CONTRACT FILE (Following to be links to individual files created from MS Word file 5-ADR PROCESS.DOC or from the PDF file created by Frank Conway. PDF webfile pages shown below with link title to be used.)

Letter to Heads of Federal Agencies, San Francisco Bay Area ([Link to new file - PDF file page 165 First 5 paragraphs](#))

Message from the SFFEB Mediation Coordinator ([Link to File associated with link on bottom of PDF file page 165](#))

The San Francisco Federal Executive Board Mediation Program - Overview ([Link to new file - PDF file page 165, starting with Paragraph 6, Title, last two paragraphs and through to page 170, add “ – Overview” to new file’s title](#))

The San Francisco Federal Executive Board Mediation Program – Contact Information ([Link to new file - PDF file page 171, add “ – Contact Information” to new file’s title](#))

The San Francisco Federal Executive Board Mediation Program - Procedures ([Link to new file - PDF file pages 172-173, add “ – Procedures” to new file’s title](#))

#### **Forms Used in the FEB Mediation Program**

- **Form A: Agency Request for Mediation**

*Completed by Agency Mediation Coordinator and forwarded to Program Coordinator to request a mediator.*

- **Form B: Agreement to Participate in Mediation Program**

*Agency Mediation Coordinator obtains signatures of mediation participants **prior to** requesting mediator, and forwards signed agreement along with Agency Request for Mediation to Program Coordinator.*

- **Form C: Agency Survey on Mediation Program**

*Completed annually by participating agencies.*

- **Form D: Mediation Program Settlement Agreement**

*Completed by the mediator and signed by participants to document the settlement of disputes at mediation.*

- **Form E: Customer Survey for Mediation Program**

*Voluntary feedback form completed by mediation participants.*

- **Form F: Mediator Close-out/Feedback Form**

*Completed by the mediator at the end of every mediation and forwarded to Program Coordinator.*

## **APPENDIX C**

### **Grievance Procedure Form**

Click here to access a copy of the SPN/IFPTE Local 86 Grievance Form.

**CREATE LINK TO FILE HERE, New file from PDF file page 174 or MS Word 6-grievance form.doc**

## **APPENDIX D**

### **Bravo Awards**

[Click here to access a copy of the San Francisco [BRAVO AWARD NOMINATION](#) Form]

### **Guidelines and Responsibilities**

1. The BRAVO Award is a great peer recognition program. Each Employee will be allowed to give two BRAVOs per fiscal year. If you wait until the last minute to process your award, the sheer volume of awards to be processed will overload the system. Therefore, one of your awards must be given by 31 March, and the other by the awards cutoff date, normally by the end of July. The award year starts on 1 October, the beginning of each fiscal year.
2. New personnel will be authorized to give two BRAVO awards if their start date is between October and February. If their start date is between March and June they will be authorized to give only one BRAVO award for their first year.
3. BRAVOs will not be given to anyone outside of San Francisco District. BRAVOs cannot be given to contractors.
4. You cannot give a BRAVO to your supervisor or anyone in your supervising chain. Supervisors can only give BRAVOs to employees and supervisors outside of their immediate organization.
5. In recognizing that there are individuals throughout the District who contribute to one's success, you are strongly encouraged to give one of your two BRAVO awards to an employee outside of your "immediate organization" (to an employee outside of your organizational work unit, crew or team).
6. Unused BRAVOs cannot be carried over to the next fiscal year, nor can they be transferred to others for their use.
7. You cannot give the award to yourself.
8. You cannot "trade awards" (you give me an award and I'll give you one). Whether or not to give a BRAVO Award is at the discretion of the giver.
9. There is no restriction on the number of BRAVO awards you may receive within a fiscal year.
10. The receipt or non-receipt of a BRAVO award cannot be considered by supervisors either positively or negatively during performance evaluations; nor should receipt or

non-receipt be a factor in the consideration for other awards. This is strictly peer recognition.

11. You are responsible for giving the award, its coordination, and assuring that it gets properly processed.

### **Process:**

**Giver:** Complete BRAVO Award Nomination form and send it via e-mail to the receiver's supervisor and administrative support staff for processing, and to your supervisor.

**Receiver's Supervisor / Admin Staff:** Create Request for Personnel Action (RPA), and in the *Notepad* section include the nominator's name, a brief justification from the BRAVO Awards Nomination form, the award PR&C number. Route the RPA, and provide a notice via e-mail to the giver of the BRAVO.

**Giver:** Complete the certificate and present it to the receiver.

**Receiver:** No action necessary upon receiving award. Notify your administrative staff POC if you have not received the award in your Leave & Earnings statement after 3 pay periods.

Click here to access a copy of the San Francisco [BRAVO AWARD NOMINATION](#) Form

**(Create new file from the form on the next page of this document, page 9, and place it as a separate file linked here and above. Then, delete the page from this file – the form should not appear in the Appendices section of the final union contract PDF file.)**





## APPENDIX E

### Telework Quick Guide, Forms and Agreements

[Create links attached to the following text to new separate files on the website (except number 1 that will directly follow this page). The new files should be created from pages 11-21 of this file, below, then not included in the appendices section of the contract PDF file]

Click on the following to access forms:

- 1 – [Six Easy Steps Telework Quick Guide](#) (bookmarks/links to next page only, page 11 of this file, that remains in the appendices section of the main contract PDF file)
- 2 – [Request for Participation in the Telework Program](#) (Link to new separate file created from pages 12-14 of this file. Pages 12-14 of this file to then be deleted and not appear in main contract PDF file.)
- 3 – [Self-Certification Alternative Work Site Safety Checklist](#) (Link to new separate file created from pages 15-16 of this file. Pages 15-16 of this file to then be deleted and not appear in main contract PDF file.)
- 4 – [Employee and Supervisory Telework Agreement](#) (Link to new separate file created from pages 17-20 of this file. Pages 17-20 of this file to then be deleted and not appear in main contract PDF file.)
- 5 – [Notice of Modification or Termination of Telework Agreement](#) (Link to new separate file created from page 21 of this file. Page 21 of this file to then be deleted and not appear in main contract PDF file.)

## APPENDIX E1

### San Francisco District "Six Easy Steps Telework Quick Guide"

#### **Six Easy Steps:**

1. Employee initiates the **Telework Participation Request (Appendix E2)** with completed **Self-Certification Alternative Work Site Safety Checklist (Appendix E3)** attached.
2. Supervisor reviews and makes the following determinations in accordance with Article 22.4 of the Collective Bargaining Agreement (CBA):
  - Job duties suitable?
  - Funds available?
  - Employee characteristics suitable?
  - Impacts on co-workers/teammates/customers avoided?
  - Need for Government-furnished equipment?
  - Safety Checklist review completed?
  - Alternative worksite suitable?
3. Supervisor approves/disapproves request for participation (**Appendix E2**). Division/staff chief must also approve regular and recurring Telework requests and agreements. Disapprovals must be in accordance with Article 22.4i. of the CBA.
4. If the request is approved, employee and supervisor complete **Employee and Supervisor Telework Agreement (Appendix E4)**. If disapproval is not in accordance with Article 22.4, employees may appeal by filing a grievance thru the grievance procedure of the CBA.
5. Modification to or termination of the Telework Agreement will be accomplished either by the employee or supervisor initiating a **Notice of Modification or Termination of Telework Agreement** form located at **Appendix E5**.
6. Supervisor sends one copy each of all Telework documents, including the Request for Participation; Alternative Work Site Safety Checklist; Telework Agreement; and any disapprovals/denials, modifications, or terminations to the District Telework Coordinator.

## APPENDIX E2

### San Francisco District "Request for Participation in Telework Program"

1. I \_\_\_\_\_, request to participate in the SPN Telework Program. I understand that if my participation is approved, I am bound by the terms and conditions of the program as outlined in the Employee /Supervisor Agreement.
2. I request to participate for \_\_\_\_\_ (length of time) and understand that I may request an extension to this arrangement upon its expiration. I understand that if management does not have the resources to support this endeavor, i.e., required computer equipment, or operating budget funds, or if I do not meet the suitability criteria defined by Article 22.4 of the Collective Bargaining Agreement (CBA), my request will not be approved at this time.
3. I understand that my participation is voluntary and that either the supervisor or I may discontinue my participation in the Telework program at any time in accordance with the negotiated procedures in the CBA. Upon termination, the supervisor and I are obligated to make arrangements for my return to the official duty station as quickly as possible after notification of termination.

#### **Please complete items 4 through 12:**

4. Current Position Title, Series Grade: \_\_\_\_\_
5. Official Duty Location: \_\_\_\_\_
6. Latest Performance Appraisal Rating: \_\_\_\_\_
7. Type of Telework desired: \_\_\_\_ Intermittent/Ad-Hoc \_\_\_\_ Regular and Recurring
8. I wish to Telework from the following alternative work site:  
  
Address \_\_\_\_\_
9. I wish to participate in the Telework Program for the following reason(s):  
  
\_\_\_\_\_  
  
\_\_\_\_\_
10. I will perform the following duties or functions at the alternative work site:

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11. Please provide a complete pay period work schedule (days/hours at alternative work site and at the official duty station):

**WEEK ONE**

<b>Days</b>	<b>Hours</b>	<b>Location</b> (O-Official Duty Station) (A-Alternative Work Site)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**WEEK TWO**

<b>Days</b>	<b>Hours</b>	<b>Location</b> (O-Official Duty Station) (A-Alternative Work Site)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

\_\_\_\_\_ Request for standing/continuing Ad-Hoc agreement – dates to be determined on a case-by-case as needed basis.

12. Mileage Savings: I estimate that the Telework arrangement will result in a reduction of approximately \_\_\_\_\_ miles traveled in commuting per week and/or \_\_\_\_\_ saved in transit costs.

Employee's Signature\_\_\_\_\_ Date\_\_\_\_\_

**SUPERVISOR CERTIFICATION:**

I \_\_\_\_\_ **APPROVE**      \_\_\_\_\_ **DO NOT APPROVE**

**THE ABOVE EMPLOYEE TO PARTICIPATE IN THE TELEWORK PROGRAM**

Please state reasons for disapproval (see Paragraph 6 of this OM). If the above employee is ineligible to participate, please indicate, if appropriate, when the employee may re-apply. One additional sheet may be attached, if more space is needed.

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Division/Staff Chief Approval/Disapproval:**

I \_\_\_\_\_ **APPROVE**      \_\_\_\_\_ **DO NOT APPROVE**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX E3

### San Francisco District **“Self-Certification Alternative Work Site Safety Checklist”**

<p>The following checklist is designed to assess the overall safety of the alternative work site. Upon approval of your request to Telework, you must complete the checklist, sign and date it, and return it to your supervisor (retain a copy for your own records). A copy of this checklist, along with a signed copy of your Telework Agreement and Request for Participation, will be forwarded by your supervisor to the District Telework Coordinator.</p>	
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?	Yes [ ] No [ ]
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?	Yes [ ] No [ ]
3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?	Yes [ ] No [ ]
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes [ ] No [ ]
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?	Yes [ ] No [ ]
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?	Yes [ ] No [ ]
7. Are all stairs with four or more steps are equipped with handrails?	Yes [ ] No [ ]
8. Are all circuit breakers and/or fuses in the electrical panel are labeled as to intended service.	Yes [ ] No [ ]
9. Are circuit breakers clearly indicate if they are in the open or closed position.	Yes [ ] No [ ]

10. Do chairs have sturdy casters (wheels) and are the rungs and legs of the chairs sturdy?	Yes [ ] No [ ]
11. Is the Telework space free of tripping/slipping hazards? (For example: floor surfaces are clean, dry, level, well secured to the floor and free of worn or frayed seams.)	Yes [ ] No [ ]
12. Is the light adequate for reading?	Yes [ ] No [ ]
13. Is the Telework area and positioning of computer adequate to minimize hazard related to carpal tunnel, eyestrain, back problems, muscular-skeletal strains in general, etc.? (For example: screen is eye level; foot, back and arm support/rests; screen glare; wrists are fairly straight when keying.)	Yes [ ] No [ ]

Employee's Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Position: \_\_\_\_\_

Telework Location: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX E4

### San Francisco District "Employee and Supervisor Telework Agreement"

\_\_\_\_\_ Ad-Hoc \_\_\_\_\_ Regular & Recurring (initial appropriate type)

THE FOLLOWING CONSTITUTES AN AGREEMENT ON THE TERMS AND CONDITIONS OF THE TELEWORK PROGRAM BETWEEN:

Employee's Name (Print) \_\_\_\_\_

Supervisor's Name (Print) \_\_\_\_\_

Organization \_\_\_\_\_

1. Employee volunteers to participate in the program and to adhere to the applicable guidelines and policies. Employee recognizes that the Telework arrangement is not an employee entitlement but an additional method the agency may approve to accomplish work.

2. Official Tour of Duty

#### WEEK ONE

Days	Hours	Location (O-Official Duty Station) (A-Alternative Work Site)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

#### WEEK TWO

Days	Hours	Location (O-Official Duty Station) (A-Alternative Work Site)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

\_\_\_\_\_ Request for standing/continuing Ad-Hoc agreement – dates to be determined on a case-by-case as needed basis.

- These dates and hours of work may be modified as needed to meet mission requirements as required or approved by the supervisor.

3. The employee agrees not to conduct personal business while in official duty status at the alternative workplace (e.g. making alternative work site repairs, caring for dependents, family members, etc.). These things are to be done on personal time (e.g. breaks, lunch, before and after work).

4. Employee's official duty station is: \_\_\_\_\_

5. Employee's alternative worksite address is: \_\_\_\_\_

\_\_\_\_\_

**NOTE: All pay, special salary rates, leave and travel entitlement are based on the employee's official duty station.**

6. The employee's timekeeper will have a copy of the employee's work schedule and will record the employee's time and attendance for performing official duties. The supervisor agrees to certify biweekly the time and attendance for hours worked at the regular office and the alternative workplace. Employees will be responsible for providing correct hours and work items/codes for time spent in a duty or leave status.

7. The employee agrees to follow established office procedures in obtaining supervisory approval for requesting and obtaining approval of leave, overtime, and credit time. Employees may work overtime when approved by the supervisor in advance. Credit hours, where applicable, may be worked at the authorized alternate Telework site consistent with the intent, spirit and practice of credit time administration. Authorization takes place between the employee and supervisor and may be verbal.

8. The employee agrees to permit inspections of the authorized Telework location during the employees scheduled working hours to assess worksite conformance with safety standards and other work related business.

9. Equipment. Only government employees are authorized to use government-furnished equipment. Only hardware/software procured by the Federal government will be installed on government owned equipment, unless the employee is approved to have personal hardware/software installed in accordance with the negotiated "Exception Policy." Personal hardware/software shall be approved and installed by IM staff. The employee is responsible for protecting the government-furnished equipment, and the

government is responsible for the maintenance of such equipment. The employee is responsible for keeping government-furnished equipment current with anti-virus updates by means of IM instructions for updates and per information assurance policies and procedures.

10. Information Handling. In no case will documents that contain classified information be processed, or be authorized for processing, at other than approved U.S. Government locations. The employee agrees to protect all government and agency records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, 5 U.S.C. 552a.

11. Utilities/Expenses. The government is not responsible for operating costs (i.e., the alternative work site maintenance, insurance or utilities) that are associated with the employee using the alternative work site. The government understands the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the government, as provided for by statute and regulations.

12. Liability.

a. The employee is covered under the Federal Employee's Compensation Act if injured in the course of actually performing official duties at the regular office or the alternative duty station. Employees will immediately report any accident or injury occurring at the alternate worksite to their supervisor and complete all applicable forms as required. The supervisor must investigate all reports immediately following notification of the incident. The Employee recognizes that they have a responsibility to keep their alternative work site safe when in their direct control or relocate if an area becomes unsafe when outside their direct control.

b. The Government will not be liable for damages to the employee's personal or real property during the course of performance of official duties or while using government-owned equipment in the employee's residence, except to the extent the Government is held liable by the Federal Tort Claims Act claims or claims arising under the Military Personnel and Civilian Employee's Claim Act. Employees entrusted with government property are responsible for its proper and official use, care, custody and safekeeping.

13. The employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards in the employee performance plan. The employee agrees to provide regular reports, if required by the supervisor, to help judge performance. The employee understands that a decline in performance may provide a basis for canceling the agreement.

14. Standards of Conduct. Employee agrees he/she is bound by all applicable standards of conduct while working at the alternative work site.

Employee Signature and Date:

\_\_\_\_\_

Supervisor Signature and Date:

\_\_\_\_\_

**Division/Staff Chief Approval/Disapproval:**

I \_\_\_\_\_ **APPROVE**      \_\_\_\_\_ **DO NOT APPROVE**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachments:

Request for Participation in the Telework Program (Appendix E2)

Self-Certification Alternative Work Site Safety Checklist (Appendix E3)

**APPENDIX E5**

**San Francisco District**  
**“Notice of Modification or Termination of Telework Agreement”**

Employee's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

**The Employee has:**

- ( ) Decided to end his/her participation in the Telework program.
- ( ) Requested to modify his/her participation in the Telework program.

**The Supervisor has:**

- ( ) Decided to end the employee's participation in the Telework program.
- ( ) Decided to modify the employee's participation in the Telework program.

Reason(s) for the decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

**Division/Staff Chief Approval/Disapproval:**

I \_\_\_\_\_ **APPROVE**      \_\_\_\_\_ **DO NOT APPROVE**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Effective Date: \_\_\_\_\_

## APPENDIX F

### Work Schedule Request And Attendance Forms

[Create links attached to the following text to new separate files on the website. The new files should be created from files as indicated below, then not included in the appendices section of the contract PDF file]

Click on the following to access forms:

1 – [WORK SCHEDULE REQUEST / CHANGE FORM](#) (Link to new separate file created from page 23 of this file, next page. Page 23 of this file to then be deleted and not appear in main contract PDF file.)

2 – [CEFMS Time and Attendance Sheet](#) (Link to new separate file created from pages 176-177 of Conway's PDF file. Pages 176-177 of that file to then be deleted and not appear in main contract PDF file.)

**APPENDIX F1  
WORK SCHEDULE REQUEST / CHANGE FORM**

<b>SSN:</b>	<b>NAME:</b>	<b>OFFICE SYMBOL:</b>	<b>ORG CODE:</b> L3_____
<b>TYPE OF CHANGE REQUESTED:</b>	<b>EFFECTIVE DATE OF CHANGE:</b>	<b>STANDING LABOR CODE (if only one code)</b>	

*****PAY PERIOD TOUR OF DUTY*****								TIMEKEEPER NOTES	
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (YES/NO)	NIGHT DIFFER
<b>WEEK 1</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>START/END TIME</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>SHIFT</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>WEEK 2</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>START/END TIME</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>SHIFT</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE SUBMITTED

\_\_\_\_\_  
SUPERVISOR SIGNATURE  
DISTRIBUTION: Copy to Timekeeper, Original to RMO (CSR)

\_\_\_\_\_  
DATE SUBMITTED

## **APPENDIX G-1**

### **Starting Draft For Partnership Council Charter**

#### **SAN FRANCISCO DISTRICT, CORPS OF ENGINEERS**

In keeping with Executive Order 12871, the International Federation of Professional and Technical Engineers, Local 86 and the San Francisco District Corps of Engineers establish a Partnership Council. The Partnership Charter and the progress of the Council will be reviewed in approximately 6 months for effectiveness and improvements/changes will be made as agreed. Other periodic reviews will be performed in order for the Charter to be a "living" document and to improve the workings of the Council.

#### **OUR VISION**

As a Partnership, we commit to establishing an environment that promotes employee empowerment, mission accomplishment and customer satisfaction.

#### **MEMBERSHIP**

Each party has 3 core members. We believe that it is important for the core members to attend and actively participate in Council meetings. The initial core membership will sit for approximately 6 months, at which time membership will be reviewed. Initial core members for Local 86 are Mark McGovern, Wally Moser and Helga Grahl. Initial core members for the District are Major Healy, Jim Howells and Sandi Redding. At the agreement of the core membership, non-core members and technical representatives may be invited to participate in meetings or address the Council, however they will not participate in consensus taking. Each party is responsible to obtain approval from the other party for non-core members and technical representatives to attend and participate in meetings. Each party has the option to bring one non-participating observer to attend Partnership meetings. Two core members from each side are necessary for a quorum to conduct meetings.

#### **MEETING TIMES & PLACE**

Meetings will normally be held on the second Wednesday of each month at 1030 and will last approximately 1 and ½ hours and not over 2 hours. A 15 minute break will be made at the middle of meetings. Meetings will be held at the main District location. Additional/emergency meeting may be called.



## **MEETING GUIDELINES**

- The parties will rotate chairing Council meetings. These rotations will take place every other month.
- The Chair will provide a reminder of meetings and the agenda to core members approximately one week before each meeting.
- The Chair will open and close meetings, keep the agenda on track, facilitate meetings, and assure that all members have a full opportunity to express their suggestions/opinions.
- We will jointly decide the issues to be addressed by the Partnership which will consist of "global" type matters of concern to a wide population of the District.
- Issues/concerns that have other avenues of redress will not be addressed by the Council, for example grievances and appeals.
- Discussion and problem solving will be based on interest-based problem solving techniques.
- Agreements will be reached by consensus rather than voting.
- For ongoing projects, the person responsible will provide a status report at meetings.
- At the end of each meeting, the agenda for the next meeting will be discussed and jointly determined. During the period of time between meetings, if either party wants to add or delete an item to the agenda, they will contact the other party to obtain agreement before the agenda is modified.

## **RECORDS**

- A note taker will take notes during meetings and will prepare and distribute minutes of the meetings to Core members.
- The minutes will record members present, an outline of items discussed, agreements reached, open and closed items, any priorities identified and the agenda for the next meeting. As applicable, the minutes will reflect what is to be done, by whom and when. Status of agreements will be recorded as related by the person responsible.
- The proceedings of the Council (minutes, agreements, documents distributed at meetings) will be maintained by month in a three ring binder. The binder will be located in the HR Area Office and available for District employee to review.

## **PUBLICITY**

- Publicity to District employees or any other audience about the Partnership will be prepared/concurred jointly by the parties.
- Periodic articles about the Partnership will be published in the District newsletter.
- The Union may post a copy of the latest Partnership minutes on the Union bulletin board.

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MAJOR PATRICK J. HEALY

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MARC J. McGOVERN

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JAMES A. HOWELLS

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HELGA GRAHL

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SANDRA L. REDDING

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WALLACE E. MOSER

## APPENDIX G-2

### Starting Draft For Partnership Council Items

#### 1. Upward Mobility Program:

a. General. Management and the Union agree that it is both their interests to utilize the full skills and potential of all employees. Upward Mobility is a systematic effort that focuses personnel policy and practices on the development and implementation of specific career opportunities for lower level Employees (below GS-9 or equivalent) who are in positions or occupational series which do not enable them to realize their full work potential. The following will not be considered a part of the Upward Mobility Program: (a) Career Intern Program; (b) Cooperative Education Program; (c) Student Employment Program; (d) Training for normal staff development or to improve performance in an Employee's assigned job; (e) Outside recruitment program.

b. Upward Mobility Coordinator. The Upward Mobility Program shall have an Upward Mobility Coordinator. This Coordinator is the central point of coordination and shall work with the EEO Office in establishing, effecting, monitoring and revising the program. The Coordinator shall ensure that all elements of the program fit together and that elements of management (training personnel, evaluation, budget, counseling and supervisory and management levels) participate in planning and implementing the program.

c. Program Provisions. The program will provide developmental opportunities to the lower level Employees which go beyond normal staff improvement practices.

(1) The program shall place special focus on persons at lower grade levels (below GS-9 or equivalent) who are in positions or occupational series which do not enable them to realize their full work potential.

(2) Upward mobility opportunity will be made available on a nondiscriminatory basis.

(3) The program will use a systematic, structured approach with well-thought-out objectives.

(4) The program shall make maximum use of skills and potential of Employees currently in the agency's workforce. It is not a new-hire program, does not guarantee anything except an opportunity, and is not to be limited to any one occupational area.

(5) The program shall provide for career development counseling. The plan shall provide for assistance to Employees in making decisions about their careers. This assistance may come from any source, but it must be a coordinated part of a plan

assuring that Upward Mobility candidates and trainees will have sound and current information.

2. **Supply Room:** Management will establish a supply room for normal use items and other items such as desk light bulbs.

3. **Mentor Program:** The Mentor Program will be made available to employees upon arrival or upon relocation from one office to another. Mentors may also be recruited from retirees or other past Employees. The mentoring program will be divided into two parts, Immediate and Long Range.

a. **Immediate Mentoring (may also be called “Sponsoring” for the initial inprocessing):** Each Employee new to an office will be assigned a journeyman Mentor with the same or similar position duties. It is anticipated this mentoring program will extend for the entire first year of the new employee’s EOD (first day in the new job). Mentors will be available to help with on-the-job training, helping new Employees establish requests for formal training, and day-to-day operations of new positions. If an Employee is new to the area, a Mentor may serve the function of Sponsor in familiarizing the Employee with both Corps and personal surroundings. This may be done prior to arrival as well as after the Employee arrives. Mentors will be established via volunteers and by management assignment of the duties. Mentors will receive training on how to do the mentoring. Mentoring would be added to the TAPES of any Mentor.

(1) **Phase One:** It is envisioned that the first week or so the employee will be able to sit with the Mentor to learn procedures and where things are located.

(2) **Phase Two (approx. 3 months):** Access to Mentors would be available on a very available basis. It may be that more than one person would be required to assist an individual based on task/duty knowledge.

(3) **Phase Three:** For the duration of the year, Mentors would be available on an as-needed basis.

b. **Long Range Mentoring:** A mentoring program will be set up for the entire District for people wanting to go into other areas. Management agrees that this is a good idea and will serve to boost moral. A Mentor Program Coordinator will be assigned. This mentoring program will provide a means of getting people prepared for crossing over into new fields that they are interested in. The long term mentoring will largely be determined by the goals of the individual. They need to determine what they want to aim for and then work with a mentor to help them determine the route to best get them there. The route may require going back to school, getting into a different career field by going down some grades and crossing over, etc. Each individual is going to require their own individually planned map to get them where they want to go. The intent is that a mentoring program will help people who see themselves in dead end jobs, or just want to do something different at some point in their lives, be able to get the help they need.

c. **New Employees:** New Employees will be provided sponsors and access to mentors.

4. **Lunch Room.** See Article 27.14.

## **APPENDIX H**

### **SPD/SPN Standard PC Configuration Exception Process**

#### **A. Requests for mission-related exceptions.**

1. Employee perceives a problem with a work-related activity, and believes this to be related to restrictions or limitations in the SPD standard Win2K Pro configuration or standard office automation software.

2. Employee reports problem to IM Helpdesk.

3. Helpdesk investigates, and attempts to find a workaround or way to achieve the objective with standard software and configuration. Helpdesk reports results to employee.

4. If employee is not satisfied with the Helpdesk resolution, he or she suggests to immediate supervisor the specific configuration change or additional software required.

5. If supervisor concurs, request is sent with business justification to the Chief of SPN-IM (C/IM). If supervisor denies the request, supervisor sends denial and specific reason(s) to employee. Employees may appeal through their supervisory chain of command.

6. C/IM or designee makes decision based on security, legality, compatibility, facility of software or configuration to meet business objective, support costs, and IM work priorities; informs employee and supervisor; and directs Helpdesk to take any appropriate action. Helpdesk documents all exceptions. C/IM coordinates requests for exceptions from SPD employees with the Director of SPD-IM for final determination. If request is denied, supervisor or employee may appeal to the Deputy Commander (DDE). If DDE sustains denial, then the employee may appeal to the Commander or designee for a final decision. The DE's designee may not be anyone who has already denied the request.

**B. Requests for exceptions for personal use.**

1. Employee sends request to immediate supervisor for the additional software or specific configuration change desired. Request includes proof of legal license for personally owned software and any available information on compatibility with SPD standard software.

2. If supervisor concurs that granting the request would be beneficial to the Corps and/or to the individual, based on Command guidance, request is sent to the Chief of SPN-IM (C/IM). If supervisor denies the request, supervisor sends denial and specific reason(s) to employee. Employees may appeal through their supervisory chain of command.

3. C/IM or designee makes decision based on security, legality, compatibility, support costs, and IM work priorities; informs employee and supervisor; and directs Helpdesk to take any appropriate action. Helpdesk documents all exceptions. C/IM coordinates requests for exceptions from SPD employees with the Director of SPD-IM for final determination. If request is denied, supervisor or employee may appeal to the Deputy Commander (DDE). If DDE sustains denial, then the employee may appeal to the Commander or designee for a final decision. The DE's designee may not be anyone who has already denied the request.

4. If problems or incompatibilities are later determined to be caused by software or configuration changes for personal use, the personal software will be removed or the standard configuration restored.

## **APPENDIX I**

### **Pepper Spray**

Click on the following to access Pepper Spray Information:

1 - SPN MF(undated) CESPEN-DE (1130)

SUBJECT: Oleoresin Capsicum (Pepper Spray) Authorization (Link to new separate file created from page 178 of Conway PDF file or contact Dan Unger in SPN-OPs for a cleaner copy of the policy letter to scan and include. Page 178 of Conway PDF file to then be deleted and not appear in main contract PDF file.)

2 – CECW-ON Circular No. 1130-2-214 dated April 22, 2002

OLEORESIN CAPSICUM (PEPPER SPRAY) PROGRAM

<http://www.usace.army.mil/publications/eng-circulars/ec1130-2-214/toc.htm>



## **APPENDIX J**

### **Business Cards**

Employees of the District are not required to have business cards, however, following are available options, should an Employee choose to have business cards:

- 1 - print business cards on District printers (management's expense – see below);
- 2 - utilize the discounted rates that the District Executive Office works out by having several orders go in at the same time, at Employee's own expense; or,
- 3 - have cards printed at Employee's expense at their own source

Management will purchase perforated card stock and allow Employees to produce their own business cards using existing software (e.g. MS Word, PowerPoint, etc.) and print them on color printers. Authorized Templates must be used and will be available on a shared drive (exact location will be announced as soon as they are on line).

Card stock will be available from Logistics Management Office on 9<sup>th</sup> floor at 333 Market St, and by regular supply method at the lakes, Baseyard, Bay Model and Eureka. Each Employee may obtain a reasonable amount of sheets as needed. Since information (pager, cell phone, e-mail address, cubicle #, etc.) changes periodically, it is recommended to make no more than 50 or so at a time depending on need rather than printing a lot and then having to mark them up later. If only used occasionally, then only one or two sheets (they come 10 cards to a sheet) at a time should be printed, with more printed upon need or change of information.

Click on the following for a sample electronic Business Card File that may be edited for your use:

**[Business Card-Helga Grahl](#)** (Link to new separate file created from page 179 of Conway's PDF file. Page 179 of PDF file to then be deleted and not appear in main contract PDF file.)

## **APPENDIX K**

### **DEPLOYMENT Of CIVILIANS**

Click on the following for Civilian Deployment information:

1 – **[SPD DEPLOYMENT GUIDE](#)** (Link to new separate file created from pages 180-247 of Conway's PDF file. Pages 180-247 of this file to then be deleted and not appear in main contract PDF file.)

2 – **[PRE-DEPLOYMENT CHECKLIST](#)** (Link to new separate file created from pages 248-260 of Conway's PDF file. Pages 248-260 of this file to then be deleted and not appear in main contract PDF file.)

## **APPENDIX L**

### **Drug Testing**

EP 600-1-3 and its Appendices and undated letter from HQ, U.S. Army Medical Command, Subject: Medical Review of Department of the Army (DA) Civilian Urinalysis Drug Testing Results

Click on the following to review Drug Testing Information:

1 – [\*\*Medical Review of DA Civilian Test Results Feb 03\*\*](#) (Link to new separate file created from page 261 of Conway's PDF file. Page 261 of this file to then be deleted and not appear in main contract PDF file.)

2 – **EP 600-1-3** USACE Drug Testing Procedures  
[\*\*http://www.usace.army.mil/publications/eng-pamphlets/ep600-1-3/entire.pdf\*\*](http://www.usace.army.mil/publications/eng-pamphlets/ep600-1-3/entire.pdf)

## APPENDIX M

### **Child Care Subsidies And Facilities**

#### **Federally Sponsored Child Care Centers**

Many Federal agencies sponsor on-site child care centers for their employees. Agencies are authorized by 40 U.S.C. 490(b) to provide, free of charge for rent or services, space for child care centers on the conditions that: (1) space is available; (2) child care services will be provided to a group of individuals of whom at least 50 percent of the children enrolled in the center have one parent or legal guardian who is a Federal employee; and (3) priority for available child care services will be given to Federal employees. Contact DoD's Office of Family Policy at 1-888-CDP-3040 for more information.

Federally sponsored child care centers as of April 2003 are listed below alphabetically by State. Those marked with an asterisk are in Federal buildings that are controlled by the General Services Administration (GSA). See OPM website for additional information and updates at: <http://www.opm.gov/wrkfam/html>. Also see [Federal and National Organizations](#) for a description of GSA's role in Federal child care and a listing of GSA Regional Coordinators.

Following are federally sponsored centers in California:

#### **CALIFORNIA**

Cubland Day Care Center  
USDA Forest Service  
Shasta-Trinity National Forest  
Big Bar Ranger District  
Star Route 1, Box 10  
Big Star, CA 96010  
(530) 623-6106

Mountain Kids Day Care Center  
USDA Forest Service  
Sierra National Forest  
1600 Tollhouse Road  
Clovis, CA 93611  
(209) 873-2500

Smokey's Kids  
USDA Forest Service  
Eldorado National Forest  
Placerville Ranger District  
4260 Eight Mile Road  
Camino, CA 95709  
(530) 647-2327

Ames Child Care Center  
NASA Ames Research Center  
Mail Stop T-20-D  
Moffett Field, CA 94035-1000  
(650) 604-4184

Two Rock Child Development Center  
U.S. Coast Guard Training Center  
Petaluma, CA 94952-5000  
(707) 765-7334

\*Cottage Kids Children's Center  
Federal Office Building  
2800 Cottage Way  
Sacramento, CA 95825  
(916) 979-2011

Cheryl Andersen-Sorensen Child Care Center  
VA Medical Center  
4150 Clement Street  
San Francisco, CA 94121  
(415) 751-8511

USDA Forest Service  
Sierra National Forest  
1600 Tollhouse Road  
Clovis, CA 93611  
(208) 877-4114

Tot's Landing Child Development Center (FAA)  
5125 Central Avenue  
Fremont, CA 94536  
(510) 713-8713

Cherub Child Care Center  
853 Center Avenue  
Martinez, CA 94553  
(925) 228-5800

\*GeoKids  
US Geological Survey  
345 Middlefield Road  
Menlo Park, CA 94025  
(650) 329-4234

Center  
95 Hawthorne Street  
San Francisco, CA 94102  
(415) 744-8754

The Whistle Stop Child Development Center  
VA Medical Center  
3801 Miranda Ave.  
Palo Alto, CA 94304  
(650) 852-3497

Richmond Magic Years  
Social Security Building  
1221 Nevin Avenue, Suite 200  
Richmond, CA 94802  
(510) 970-7100

## **APPENDIX N**

### **Title 5, U.S. Code, Chapter 71 The Federal Service Labor-Management Relations Statute**

A copy of the Federal Services Labor-Management Relations Statute is enclosed in the hard copies of this Agreement and is available from Human Resources, the Union, or it may be printed from the internet at the Federal Labor Relations Authority website.

The internet link for the Federal Services Labor-Management Relations Statute is:  
<http://www.flra.gov/statutes/fslmrs/fslmrs.html> or  
[www.law.cornell.edu/uscode/5/ch71.html](http://www.law.cornell.edu/uscode/5/ch71.html) .